

CITY OF HOLLISTER
ENGINEERING DEPARTMENT
375 FIFTH STREET, HOLLISTER, CALIFORNIA

GUIDELINES: LOT LINE ADJUSTMENT APPLICATION

IMPORTANT: PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY:

I. PURPOSE

State Law authorizes local government agencies to approve minor modifications of parcel boundaries through the application of a Lot Line Adjustment. A Lot Line Adjustment may expand or contract the boundaries of a parcel, but may not create a greater number of parcels than originally exists. Additionally, proposed Lot Line Adjustments must conform to the following criteria:

- 1) All parcels affected thereby after the lot line adjustment shall conform fully to all applicable provisions of the Zoning Ordinance of the zone in which the parcel are located with respect to lot area, width, depth, setbacks, etc., unless the affected parcels in their original condition did not meet said zoning provisions or a Variance has been approved.
- 2) All parcels affected thereby after the lot line adjustment shall conform fully to all applicable provisions of the City Subdivision Ordinance with respect to improvement requirements and lot design, unless the affected parcels in their original condition did not meet said subdivision provisions or a Variance has been approved.
- 3) No parcel which conforms to minimum lot size requirements shall be reduced below this minimum requirement. No parcel which currently does not conform to minimum lot size requirements shall be made less conforming unless the land taken from said parcel is added to an adjacent non-conforming parcel.
- 4) No portion of a parcel in a Land Conservation Agreement shall be transferred to property that is not under a Land Conservation Agreement, unless approved by the LCA Committee and the Board of Supervisors.

II. PROCESS

Step 1 – Pre-application Consultation

Early in the consideration of a Lot Line Adjustment, the applicant should consult with the City Engineering Department and obtain this Application form. It is important that the adjustment create conditions which are consistent with the zoning ordinance requirements for the district in which the property(s) is (are) situated. Lot Line Adjustments will not be processed which create violations of the Zoning Ordinance.

Step 2 -- Filing of Application

It is strongly recommended that the applicant submit a preliminary plan to the Engineering Department for review at least five days prior to formal submittal of the application. The applicant must submit 3 sets of plans and all other accompanying materials to the Engineering Department. NOTE: The plans must contain ALL of the data required by Section IV (Site Plan Requirements). Plans which do not contain or

depict the required information will not be processed until they are complete. The applicant will be notified within thirty (30) days whether the application is complete.

Step 3 -- The Engineering Department will act on the application within sixty (60) days after the application is found to be complete.

Step 4 -- If the applicant disagrees with any action, the applicant may file an appeal with the Secretary of the Planning Commission within ten (10) days of the Engineering Department action. The appeal would then be scheduled for a hearing by the Planning Commission.

Step 5 -- Final Requirements

The applicant must submit the appropriate recordation fee (**made out to: San Benito County Recorder**) to the Engineering Department after ten (10) day appeal period has passed. The Engineering Department will assemble the appropriate approval certificate, application form (**application must have original signature(s) of owner(s) and can not be a faxed copy or the County Recorder will reject the submittal**) signed by the City Engineer, property descriptions, and **tax clearance from the Tax Office**, and submit them for recordation to the County Recorder. The applicant may then record a deed or other instrument conveying the property within the Lot Line Adjustment.

GUIDELINES - LOT LINE ADJUSTMENT REVIEW

IV. SITE PLAN REQUIREMENTS

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The check list format of these guidelines is intended to aid applicants in providing complete information to the City for review. PLEASE PROVIDE ALL INFORMATION REQUESTED, ALONG WITH A FILING FEE OF \$391.00 PER LOT. This list will be used by the Engineering Department in determining the completeness of your application. Lot Line Adjustment applications, which do not provide all the necessary data, may be considered incomplete and may be returned for revisions. If there are any questions regarding this application, please call the Engineering Department at (831) 636-4340.

Required on Site Plan

General Data

- _____ 1. Location and dimensions and areas of all affected parcels:
 - _____ Prior to lot line adjustment, shown with dashed lines
 - _____ After lot line adjustment, shown with solid lines
 - _____ Area to be conveyed
 - _____ All abutting streets shown with their widths and names.
- _____ 2. Lot coverage for all affected parcels (percent)
- _____ 3. Location and dimension of all structures, wells, and septic tanks
- _____ 4. All required setback distances
 - _____ Setback distances prior to adjustment
 - _____ Setback distances after adjustment
- _____ 5. Scale, date, north arrow, vicinity map
- _____ 6. All site plan sheets drawn on paper with maximum dimensions of 24"x36" and folded to approximately 10"x12" (3 copies).
- _____ 7. Indicate zoning and general plan land use designations for all affected properties.
- _____ 8. Submit title report (**must not be older than 3 months**) for all affected parcels to the Engineering Department with a completed application.
- _____ 9. Three (3) copies of the new boundary description for each lot after lot line adjustment together with an accompanying 8 ½"x11" or 8 ½"x14" map of the new boundaries of all

affected parcels, illustrating the new lot configurations.

_____ 10. Three (3) copies of the Assessor's Plat Map.

Comments:

CITY OF HOLLISTER
Engineering Section
375 Fifth Street, Hollister, California 95023

III. Application for Lot Line Adjustment

FEE: \$391.00 PER LOT

IMPORTANT! PLEASE READ AND FOLLOW THIS APPLICATION CAREFULLY!

1. APPLICANT(S): _____

ADDRESS: _____

PHONE: _____
2. APPLICANTS INTEREST IN PROPERTY: _____
3. NAME AND ADDRESS OF PROPERTY OWNER(S): _____

PHONE: _____
4. NAME AND ADDRESS OF ENGINEER: _____

PHONE: _____
5. PROPERTY LOCATION: _____

STREET NUMBER: _____

ASSESSOR'S PARCEL NUMBER(S): _____
6. THIS PROPERTY IS PRESENTLY ZONED: _____
7. GENERAL PLAN LAND USE MAP DESIGNATION: _____
8. TOTAL NUMBER OF PARCELS BEFORE AND AFTER LOT LINE ADJUSTMENT: _____

BEFORE: _____ AFTER: _____

9. EXISTING OR PREVIOUS USE OF PROPERTY: _____

10. PROPOSED USE OF PROPERTY: _____

11. DATE: _____

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

I (WE) HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I (WE) AM/ARE THE OWNER(S) OF PROPERTY INVOLVED IN THIS APPLICATION, THAT I (WE) JOIN IN SAID APPLICATION, AND THAT THE STATEMENT AND INFORMATION CONTAINED HEREIN ARE IN ALL RESPECTS TRUE AND CORRECT.

SIGNATURE OF OWNER

SIGNATURE OF OWNER

PRINT NAME OF OWNER

PRINT NAME OF OWNER

DATE RECEIVED: _____ Receipt # _____

FEE RECEIVED: _____ RECEIVED BY: _____

APPROVAL

CITY ENGINEER: _____

DATE: _____

APPROVAL CERTIFICATE NUMBER: _____